



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C 686 A1

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AUDITOR

ALL DIVISIONS

AGENCY

DIVISION

ITEM
NO.

DESCRIPTION

RETENTION

This is an ammendment to Schedule #C-686 for the changes on the retentions and Record Descriptions on the following items:

LEAVE AND TIME SHEETS

9. This file contains the original copies of office employees annual leave and daily time recordings (biweekly copies of time sheets and computer biweekly printouts). These records not maintained in any other office.

Retain for five (5) years, then destroy.

AUDITOR'S OFFICE COPIES: BUDGET RECORDS

10. Office copies: Annual Budget Submission
Monthly Budget Printouts
Work Papers (original records)

Retain for five (5) years, then destroy.

FIXED ASSET FILES

12. Fixed Asset prinouts (includeing vehicles)
IRA Forms (office copy)
Lost/Stolen Forms (office copy)
Surplus Forms (Office copy)
Transfer Forms (office copy)
County Office of Fixed Assets maintains original records.

Retain Fixed asset printout for one (1) year, then destory. Retain all other completed forms for three (3) years, then destroy.

BUDGET ANALYSIS FILES

13. Original Analysis workpapers for annual review of County's Budget.

Retain for five (5) years, then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

7/31/96

~~7/19/96~~

DATE

Donald A. Jones
SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

8/2/96

DATE

Mary E. H...
SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

7/19/96

DATE

Mary P. Allen
SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

SEP 4 1996

DATE

Edward C. Papenfuss
SIGNATURE